

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

August 7, 2006

CALL TO PODIUM:

Fred Felton, Assistant City Manager

RESPONSIBLE STAFF:

Fred Felton, Assistant City Manager

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Awarding A Matching Grant to Gateway Commons Homeowners Association (\$3,505)

SUPPORTING BACKGROUND:

As you are aware, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for HOA's, COA's, and other community groups to improve the appearance or safety of their neighborhoods as well as use for community events, and professional consultants.

At this point, staff is recommending that a grant be awarded to Gateway Commons Homeowners Association. Gateway Commons Homeowners Association would like to use their grant funds to plant additional trees to provide a more aesthetically pleasing environment and improve upon three existing landscaping beds in the community. I have enclosed a copy of the original grant application for your review.

If the Council approves this grant, the community will receive a letter awarding the grant and authorizing them to proceed with the project. No City funds will be released until receipts are submitted and the work has been inspected.

DESIRED OUTCOME:

Vote on Resolution.

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Frederick J. Felton Date of City Council Meeting: August 7, 2006

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds X _____ Negotiate/
Execute a Contract _____

BID INFORMATION:

Advertisement Date N/A
Newspaper(s) N/A
Bids Opened/Tabulated (date) N/A

DESCRIPTION OF ITEM(S):

CONTRACTED/PURCHASE FROM:

Gateway Commons (\$3,505)
Homeowners Association
c/o The Management Group Associates
20440 Century Blvd.
Suite 100
Germantown, Maryland 20874

CONTRACT/PURCHASE AMOUNT: **\$3,505.00**

Check One: In the Amount of _____ Not to Exceed X _____

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget X _____

Account Number: CIP 99-6 (#087)
(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available ✓ Not available _____

Frederick J. Felton 8/2/06
Finance Dept. Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AWARDING A MATCHING GRANT TO THE GATEWAY COMMONS
HOMEOWNERS ASSOCIATION

WHEREAS, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for neighborhood organizations to improve their communities; and

WHEREAS, funds for this program are available from the CIP Account 99-6 (087); and

WHEREAS, the Mayor and City Council have determined that the project outlined is worthwhile and in the public interest:

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council that the City Manager is authorized to award the following grant upon determining that the project is completed as proposed, in the total amount of Three Thousand Five Hundred and Five Dollars (\$3,505); said funds to be expended from the Capital Improvements Budget as follows:

<u>Community</u>	<u>Projects</u>	<u>Amount of Grant</u>
Gateway Commons Homeowners Association	landscaping	\$3,505

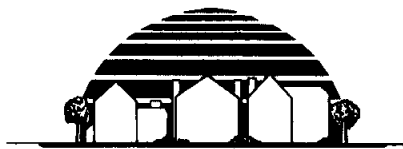
AND BE IT FURTHER RESOLVED that the City Manager be and hereby is authorized to waive fees for any City permit required for the project outlined above.

ADOPTED by the City Council of Gaithersburg this 7th day of August, 2006.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in a public meeting assembled on the 7th
day of August, 2006.

David B. Humpton, City Manager



The Management Group
Associates, Inc.

JUL 20 2006

A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

July 19, 2006

Fred Felton, Assistant City Manager
City of Gaithersburg
31 S Summit Avenue
Gaithersburg, Maryland 20877

Dear Fred:

I am writing on behalf of the Board of Directors for the Gateway Commons Homeowners Association. I have enclosed the Gateway Commons Neighborhood Matching Grant application for 2006.

Gateway Commons has been able to make many improvements to the community over the last couple of years by participating in this program. The Association is excited about the opportunity to utilize this Matching Grant Program again to continue with improvements in the community that the Board and many residents feel is important.

I look forward to hearing from you soon. Please notify me of the City's decision as soon as possible so that we may proceed with this project. If you should have any questions, please feel free to give me a call.

Sincerely,

Todd Hassett, Agent for
Gateway Commons
Homeowners Association

TH/mc
Enclosure
cc: GA III6, IIe, II f2

City of Gaithersburg
Matching Grant Application
2006

I. Application Information:

Applicant's Name: Gateway Commons Homeowners Association – Todd Hassett

Applicant's Address: c/o The Management Group Associates, 20440 Century Blvd.,
Suite 100, Germantown, Maryland 20874.

Applicant's Phone Number: (301) 948-6666 extension 132

Contact Person: Todd Hassett

Name of Neighborhood: Gateway Commons Homeowners Association

Number of Homes: 135

Does the Neighborhood have an H.O.A. or Citizens Association? Yes, we are a
Homeowners Association.

II. Project Information

See the attached diagrams and estimated cost for the landscaping improvements which we are proposed for the community.

A. Please describe the need for the project and benefit to the community:

It is critically important to maintain the overall curb appeal and aesthetics of the community to maintain property values. We also have to identify those areas deemed to be insufficient or bare and to try to balance the community by making improvements thereon as well. The improvements to the tot lot area are much needed bring them up to code with the proper depth of woodchips. The Board of Directors is working with contractors to come up with a plan to plant additional trees and bushes yearly to help enhance the green areas in the community while also providing screening from the industrial parks and other building surrounding and being built around the community.

It is always the goal of the Board of Directors and The Management Group Associates to improve the community spirit by addressing those deficient areas that further gives the homeowners the impression that their monies are well spent and we are truly addressing the needs of the entire community. We try our best to submit for grants and make improvements to the community on an annual basis and, as a result, the entire association membership benefits over the long term.

B. Has this proposed project been discussed at a meeting that was open to all residents?

Yes, we have called a special meeting where the landscaping and other improvements of the entire community has been brought up for discussion before the entire Association membership.

C. When would you like to start the project?

We would like to start this project sometime around early fall as this is the ideal planting season.

III. Financial Information – What is the estimated cost of the project?

The cost is \$7,010.00 and the remaining cost will be taken from the Association's operating account to totally fund and complete this project.

Todd Hassett, Management Agent
Gateway Commons Homeowners Association
c/o The Management Group Associates
20440 Century Blvd., Suite 100
Germantown, Maryland 20874
(301) 948-6666 extension 132

City of Gaithersburg Matching Grant Application – 2006

Description

Following is a description of each aspect of the work Gateway Commons would like to include as part of the Matching Grant Application:

1. Proposal submitted by The Care of Trees to plant 5 7-8' Leyland Cyprus trees across from 529-531 Skidmore Blvd. to finish a row of trees started in last year's grant to provide screening for community residents that look out their windows into trash dumpsters from the neighboring industrial park. These trees will also add greenery to community for a total of \$2,410.

2. Proposal submitted by US Lawns to make improvements to the entrance landscaping beds to the community at Skidmore Blvd. and South Westland and Goucher Terr. and South Westland, as well as the traffic island in the middle of Goucher Terr. These are the main 3 landscaping beds in the community which are in need of much improvement and sprucing up. The cost of this proposal is \$4,600.

Total Projected - \$7,010.00



Our Business is People
and Their Love for Trees*

The Care of Trees
8000 Queenair Drive
Gaithersburg, MD 20879

Tel : 301.444.9041
Fax : 301.444.9049
Web : www.thecareoftrees.com

Client:
Mr. The Management Group Associate
20440 Century Blvd.
Suite 100
Germantown, MD 20874

Proposal: Q115592
Direct Inquiries to:
Cary Benoit at (301) 948-5885

Date: 06/01/06

Job Site:
Gateway Commons
Swarthmore Avenue
Gaithersburg, MD 20877

Client Phone:
(301) 948-6666 - OFFICE (301) 963-3856 - FAX

2006
Across from #529-531-535 ~~Swarthmore Avenue~~ ^{Skidmore Blvd.} plant (5) Leyland Cypress, 7'-8' tall along fence line. A mulch ring slightly larger in diameter than the drip line of the tree will also be installed for improved survivability and health of the tree. This price is contingent on the tree species and size selection.

\$2,410.00

~~future 2007~~
~~Remove dead tree across from #533 Skidmore Avenue. Remove all wood and debris.~~

~~\$640.00~~

~~Grind stump of removed tree across from #533 Skidmore Avenue. Grind stump 8"-10" below grade. Backfill hole with topsoil and seed.~~

~~\$375.00~~ #1,

~~future 2007~~
~~Across from #533 Skidmore Avenue. Clear back brush by 6'-8'. Take down and haul away debris.~~

~~\$640.00~~

~~Plant four American Holly, 7'-8' tall, across from #533 Skidmore Avenue. A mulch ring slightly larger in diameter than the drip line of the tree will also be installed for improved survivability and health of the tree. The price is contingent on the tree species and size selection.~~

~~\$2,010.00~~

~~\$2,650~~

Seeding the metropolitan areas of (return)

Chicago, New York, Philadelphia, San Francisco and Washington, D.C.

8000 Queenair Drive, Gaithersburg, MD 20879
(301) 948-5885 Fax: (301) 948-4353
Registration No.: MD: 1831, Wash. D.C: 297

Page: 2
Date: 06/01/06

Client:
Mr. The Management Group Associate
20440 Century Blvd.
Suite 100
Germantown, MD 20874

Proposal: Q115592
Direct Inquiries to:
Cary Benoit at (301) 948-5885

Client Phone:
(301) 948-6888 - OFFICE (301) 963-3856 - FAX

SubTotal:	\$6,075.00
Tax:	\$0.00
Total:	\$6,075.00

This proposal includes terms and conditions on the reverse side and constitutes a binding contract upon acceptance.
Our company is fully covered by insurance.

By: _____
Cary Benoit, The Care of Trees
ISA Certified Arborist # MA-4048A

This proposal may be withdrawn if not accepted within 30 days.

Acceptance of proposal - The above prices and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. All deletions have been noted. I am familiar with and agree to the conditions on the reverse side. (OVER)

To accept this proposal, please sign on the line below and return the signed contract to the office indicated above.

Signature: _____ Date: _____

CLIENT COPY (Please keep for your records)

**PROPOSAL**

July 18, 2006

SUBMITTED TO: Gateway Commons HOA
c/o The Management Group
One Bank Street, Suite 250
Gaithersburg, MD 20878
(301) 948-6666, fax 301-963-3856

ITEM 1:**Skidmore Boulevard entrance:** Per bed.

Remove existing junipers and ground cover perennials. Transplant existing Daylilies and install six 1 gallon Porcupine grass. Install seventeen 1 gallon Bergenia X 'Bressingham Ruby'. Area will be amended with leaf grow and mulched. Price includes initial watering.

Goucher Terrace entrance:

Transplant existing Daylilies and install two 1 gallon Porcupine grass and fifty five 1 gallon Bergenia X 'Bressingham Ruby'. Area will be amended with leaf grow and mulched. Price includes initial watering.

Goucher Terrace circle:

Remove existing Red Twig Dogwood and install ten 3 gallon Red flowering Rhododendron. Install six Ilex crenata Holly where Hollies are missing or in severe decline. From the tips of the island to open ground cover areas transplant Liriope. Install seventy 1 gallon Bergenia X 'Bressingham Ruby' between the two tips of the island and the center tree. Area will be amended with leaf grow and mulched. Price includes initial watering.

TOTAL \$ 4390.00

ITEM 2: Same as item one and installing two 5 gallon Skyrocket Juniper and deleting two 1 gallon Ornamental Grass at the Skidmore entrance.

TOTAL \$ 4534.00

ITEM 3: Same as item one and installing three 3 gallon White Flowering Rhododendron on the right side of the Goucher entrance.

TOTAL \$ 4562.00

7/18/2006

Page 1 of 3

1

ITEM 4: Same as item two and installing three 3 gallon White Flowering Rhododendron on the right side of the Goucher entrance.

4,600.00 per Rob
TOTAL \$ ~~4,600.00~~ McLaren
7/18/06

All landscape work will be performed in accordance with the Landscape Contractors Association of Metropolitan Washington (LCAMW) Landscape Specification Guidelines.

We propose: hereby to furnish materials and labor – complete in accordance with the above specifications, for the sum of:

Item 1: Four Thousand Three Hundred Ninety Dollars. Item 2: Four Thousand Five Hundred Thirty Four Dollars.
Item 3: Four Thousand Five Hundred Sixty Two Dollars. Item 4: Four Thousand ~~Seven~~ ^{Six} Hundred ~~Two~~ Dollars.

All material is guaranteed to be as specified. All work to be completed in a substantial workman like manner according to the specifications submitted. Any alteration or deviation from the above specifications involving extra costs will be executed upon verbal or written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized USL Signature: Robert J McLaren

Note: This proposal and prices are valid for 30 days.

Approved and Accepted: The prices, specifications, terms, and conditions contained herein are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as defined above. I am authorized to sign and approve this contract.

By: _____

Date: _____

TERMS AND CONDITIONS APPLYING TO THIS CONTRACT

PAYMENT TERMS: Payment due in full NET 30 days from completion. Delinquent accounts are subject to a service charge up to two percent (2%) per month (24% per year) on any unpaid balance. Buyer agrees to pay all expenses associated with any collection proceedings, including GREEN EARTH, Inc./U.S. LAWNS attorney's fees.

WARRANTY: GREEN EARTH, Inc./U.S. LAWNS warrants new plant material for one (1) year, provided that adequate care and maintenance is given (i.e. watering and reasonable maintenance) and any plant replaced or transplanted has no further warranty. We are not responsible for losses due to drought, storms, severe winters or factors beyond our control. Plants in planters have no warranty. Groundcover, annuals and perennials have no warranty. We will do the initial watering at the time of planting, providing water is accessible. Any further watering necessary to keep the plant material in healthy condition will be the responsibility of the customer. GREEN EARTH, Inc./U.S. LAWNS will not be responsible for any ground settlement. It is understood that payment for all work be paid in full by the due date on the final invoice or the foregoing warranty is void.

COMPLAINTS: All complaints must be made in writing within ten (10) days of the work completion date.

DELAYS: All orders are subject to delays on the part of GREEN EARTH, Inc./U.S. LAWNS due to labor difficulties, fires, floods, transportation difficulties, acts of God, government regulations, failures of suppliers, orders of civil or military authorities, national emergencies or any other causes beyond GREEN EARTH, Inc./U.S. LAWNS reasonable control.

ADDITIONAL COSTS: The price on this Contract may be subject to change due to underground difficulties (i.e. large rocks, stumps, concrete, construction debris, etc.) encountered during the performance of work specified herein.

MISCELLANEOUS: The Contract and these Terms and Conditions constitute the entire agreement between GREEN EARTH, Inc./U.S. LAWNS and the Customer. It shall be binding upon the parties hereto, their successors and assigns, and shall be interpreted according to the laws of the State of Maryland. The terms of the Contract and these Terms and Conditions may not be modified orally.

REQUIRED NEW PLANTING CARE AND MAINTENANCE

TREES: Continue to water two to three (2-3) times per week; water whenever the soil feels dry one inch (1") deep. Be careful not to over water. Continue this for the entire first year. Supplemental watering may be necessary during dry periods for the next two to three (2-3) years.

Fertilize in spring or in fall after the trees have dropped their leaves. Fertilize evergreen trees in early fall. Use 10-6-4 or 10-10-10 fertilizer. Use Holly-tone for all evergreen trees. Follow all product labels for proper quantities.

A healthy tree is rarely bothered by insects and diseases. The trees should be inspected regularly for insects and disease. If insect or disease damage is evident contact us or consult 'The Ortho Problem Solver' for proper identification and control.

Pruning is not required after the initial planting. Trees should be checked yearly in late winter for the removal of narrow 'V' crotches, competing leaders, suckers, and dead or damaged branches. Late winter is the best time to prune most trees, although spring blooming trees should not be pruned until just after they've finished blooming to prevent the loss of flowers and flower buds. Branch stubs should not be left after pruning.

SHRUBS: Water once per week thoroughly. Be careful not to over water. More frequent watering may be necessary during dry periods for the next two to three (2-3) years.

Fertilize in spring and fall with 10-10-10 fertilizer, use Holly-tone for all evergreen shrubs and acid loving shrubs. Spring fertilization should be completed after flowering on flowering shrubs. Follow all product labels for proper quantities.

A healthy shrub is rarely bothered by insects and diseases. The shrubs should be inspected regularly for insects and disease. If insect or disease damage is evident contact us or consult 'The Ortho Problem Solver' for proper identification and control.

Shrubs should be pruned 2-5 times per year to maintain shape and growth habits, shearing should be avoided. Shearing should only be performed if a formal appearance is required. Branch stubs should not be left after pruning.